

Excerpts from R - RECORDS MANAGEMENT

1. GENERAL

a.

b.

c. RECORDS MANAGEMENT PROGRAM

.

(1)

(2)

(3)

(4) Records Maintenance - The establishment of standard procedures, systems, equipment and supplies for records maintenance.

(5) Records Disposition - The economical and systematic disposition of Agency records including their preservation, retention, transfer, protection, and disposal according to approved schedules.

(6)

3. RESPONSIBILITIES

a.

(1)

(2)

(3) Reviewing and approving records control schedules and requests for equipment, services, and supplies to the extent

necessary to assure compliance with Records Management Program requirements.

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UNCLASSIFIED			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	1200 Quarters Eye		
2	1210 Quarters Eye		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION	SIGNATURE
Remarks: I am returning your Reqn. SMS-P-1782-60 proposing the purchase of 150 two drawer Safes costing \$51,048. After discussions with [redacted] DDF/RMO and [redacted] RO/Commo., we find no justification for stock piling 2 drawer safes for headquarters or overseas use. Commo. may need 10 - 15 two drawer safes to meet unusual requirements during the next 2 - 3 years. These special requests can be handled as the need occurs. RE [redacted] "Standardization and Use of Filing Equipment and Supplies" does not include the 2 drawer safe as a standard supply item.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[redacted] /S/			3/15/61
Chief, Records Mgt. Staff			
UNCLASSIFIED		CONFIDENTIAL	SECRET

DUPLICATE

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700170004-1

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6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	X INFORMATION	SIGNATURE
Remarks: I am returning your Reqn. SMS-P-1782-60 proposing the purchase of 150 two drawer Safes costing \$51,048. After discussions with [] DDP/RMO and [] RO/Commo., we find no justification for stock piling 2 drawer safes for head-quarters or overseas use. Commo. may need 10 - 15 two drawer safes to meet unusual requirements during the next 2 - 3 years. These special requests can be handled as the need occurs. HB [] "Standardization and Use of Filing Equipment and Supplies" does not include the 2 drawer safe as a standard supply item.			
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151 Chief, Records Mgt. Staff			3/15/61
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